



## **DESIGN ADMIN JOB DESCRIPTION**

### **Job Responsibilities include but are not limited to:**

- Prepare and submit drawings to the AHJ for Construction jobs
- Submit drawings to the AHJ for Remodel and Alarm jobs
- Pay for and pick up permits not available to process online (City of Houston)
- Prepare test and foreman packs for the field and underground
- Update Construction spreadsheet regarding submittals, test packs and foreman packs
- Answer calls from contractors and AHJ's with questions or comments regarding Underground work and permits for the City of Houston
- Scan test pack after final to Allied server
- Assist Underground Department with contractors, tap permits, etc.
- Schedule inspections for Underground
- Backup for flow testing
- Backup for calc plates
- Scan approved drawings and permit to Allied server
- Acquire information if needed for submittal from contractors
- Schedule inspections for Construction

### **Knowledge:**

- High School diploma or GED is required
- Construction experience is a plus
- Administrative experience is preferred

### **Work Experience:**

- Construction experience is a plus

### **Skills and Competencies:**

- Excellent written, verbal and presentation skills
- Detail oriented with excellent organization skills
- Proficient in working with Microsoft Office Products including Word and Excel
- Proficient in PDF creation
- Must have valid state driver's license and good driving record



**Physical Requirements**

- 100% Office Setting, including sitting, some bending, some lifting, walking and viewing

**ACKNOWLEDGEMENT:**

The Employee is expected to comply with and support the enforcement of Allied Fire Protections policies, applicable regulatory and statutory requirements.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_